



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
115 HARPER COURT
TUSCALOOSA, ALABAMA 35401
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KIMBERLY G. BOSWELL
COMMISSIONER
CHRISTINE REMBERT, DNP, RN
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Accounting Assistant II

NUMBER: 21-08

JOB CODE: K2000

DATE: October 15, 2021

JOB LOCATION: Mary Starke Harper Geriatric
Psychiatry Center
Tuscaloosa, Alabama

PCQ #: 8802145

SALARY RANGE: 67 (\$32,925.60 - \$49,953.60 Annually)

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school plus responsible clerical accounting experience (24 months or more).

KIND OF WORK: This position is responsible for coordinating, reviewing, and maintaining overall employee payroll and timekeeping functions and records for the facility to assure all operations are completed accurately and in accordance with applicable rules and regulations. Maintain and performs all payroll activities to include preparing exceptions and corrections, entering all time into GHRS, auditing leave slips and timely posting of leave information to semi-monthly timesheets.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the principle and practices of state government accounting. Knowledge of state, federal and other funding sources, rules, and regulations. Ability to operate general office equipment and to reconcile purchase requisitions. Ability to prepare, create and disseminate data, to work under pressure and meet strict deadlines. The ability to multi-task functions to establish priorities and coordinate work activities. Ability to communicate effectively both orally and in writing.

METHOD OF SELECTION: Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License / certifications should be uploaded with your application. A copy of the academic transcript is required. Appointments of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

DEADLINE: Until Filled

Mary Starke Harper Geriatric Psychiatry Center
Accredited by The Joint Commission

Click Here to Apply:

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>